

TO: Radioactive Material Facilities

FROM: Mary Stiker, Manager
Medical Radiology Services
317/233-7563

SUBJECT: Radioactive Material Registration

The users or persons having legal administrative control of radioactive materials are required by the statute, **Radiation Control Act of Indiana** (IC 16-41-35), specifically, IC 16-41-35-26(d), to register the materials with the Indiana State Department of Health (ISDH). There are no administrative fees to process the registration application.

Radioactive materials include by-product, source, and special nuclear medicine materials, all licensed by the Nuclear Regulatory Commission (NRC); and naturally-occurring and accelerator-produced radioactive materials, (NARM), which are regulated by ISDH. In accordance with the **Indiana Rule for Radiation Control** (410 IAC 5), specifically 410 IAC 5-2-1, each person who receives, possesses, users, transfers, owns, acquires radioactive material shall register such materials with the ISDH. However, only registrants utilizing NARM are subject to inspection and enforcement by the ISDH per the applicable sections of 410 IAC 5. Indiana is Non-Agreement State.

To register your facility, please complete in full, the enclosed application (State Form 49771). **THIS REGISTRATION SHALL BE RENEWED EVERY TWO (2) YEARS.** The ISDH will issue a Radioactive Material Facility Registration Certificate. This Certificate will include a Registration Number and an Expiration Date. Please include the Registration Number in all correspondence to this office. **IT IS YOUR RESPONSIBILITY TO RENEW THE STATE REGISTRATION.** It is also your responsibility to notify our office in writing if: (1) the facility changes ownership, (2) the facility ceases all activities covered by the State Registration or (3) there is transfer of ownership of radioactive material. Other changes might include: (1) addition or deletion of materials, (2) maximum activities, (3) address and/or telephone, or (4) Radiation Safety Officer. Any changes in your State Registration information during the two (2) year period require written notification to the ISDH within 30 days as an amendment. You may also use the State Form 49771 to submit amendments (please check amendment).

In completing the Registration Application, be sure to: (1) **read the instructions** at the top of the application form; (2) **check** the appropriate box for: New Registration, 2 Year Renewal, or Amendment; (3) **list** a street address, a post office box is acceptable; (4) **date and sign** the application at the bottom of page 1; and (5) **circle** the appropriate activity (Ci/mCi/μCi/pCi) on page 2.

Questions should be directed to Mary Stiker, Coordinator for the Radioactive Materials Program at 317/233-7563 or e-mail at mstiker@isdh.in.gov.